

## **Job Description**

### **Job Title**

Head of Youth

### **Job Definition**

The Head of Youth Development will provide the project management and strategic planning functions of the Youth Development programme. This will be achieved by ensuring that Youth Development business plan is implemented, and managed efficiently and cost effectively.

### **Reporting**

Reporting To Whom:

The Head of Youth Development reports to the Chief Executive with regard to day-to-day integration with the rest of the Club and to the Board regarding strategic direction and return on investment..

Responsible for:

The Head of Youth has direct reports from 6 areas. These are; Head Youth Coach, Education and Welfare Officer, Community and Development Officer, Chief Youth Development Scout, Head of Science and Youth Development Administrator.

It should be noted that the Head of Youth Development is deemed accountable for the subordinates of the direct reports.

### **Duties**

1. Along with the individual in charge of each discipline, manage the development of coaching syllabus within each department
2. Along with the individual in charge of each discipline, manage the delivery of the coaching syllabus programmes within each department including review and updating
3. To influence the design, writing, reviewing and updating of the Youth Development Business plan as part of football club strategy
4. Design, and implement procedures which will integrate all sections within the Youth Development programme
5. Recruitment of personnel and in conjunction with Human Resources, manage personnel within the Youth Development programme (inc. Personnel specifications, Job Descriptions)
6. Provide the Youth Development interface into 1st Team Management

7. Continuous review of project implementation on a regular basis with Chief Executive

## **Job Description**

### **Job Title**

Head Youth Coach

### **Job Definition**

The Head Youth Coach will oversee the day-to-day delivery of the coaching programme Development programme at all age groups. This will be achieved by ensuring that Youth Development coaching programme as agreed with the Head of Youth Development is implemented.

### **Reporting**

Reporting To Whom:

The Head Youth Coach reports to the Head of Youth Development.

Responsible for:

The Head Youth Coach has direct reports from 6 areas. These are; Coaches (U11-U19), Head of Science (copies of these reports to Head of Youth).

### **Duties**

1. Take primary responsibility for the design of the Academy Coaching Programme with assistance from the Head of Youth Development.
2. Implementing the coaching programme for all age groups (U11-U19)
3. Provide management reports to the Head of Youth Development
4. Attend any education courses as directed by the Head of Youth Development
5. Provide in-service training to coaches (U11-U19)
6. Along with Head of Youth, assess and audit coaches (U11-U19) regarding their suitability to deliver the Coaching Programme.
7. To assist in the assessment of players alongside age group coaches and the Head of Youth Development for suitability for contracts and contract renewals.
8. To ensure that Personal Improvement Programmes exist for all players within the system having evaluated the player's "Self-Assessment Booklet" with the relevant age group coach